



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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EMS TRANSMISSION: 10/1/04
Instruction Memorandum No. AZ-2004-036
Expires 9/30/05

To: All Employees

From: State Director

Subject: Arizona Bureau of Land Management Policy Regarding Sexual Harassment

Purpose: This Instruction Memorandum restates the Arizona Bureau of Land Management's policy regarding sexual harassment, which is:

1. To maintain, for employees as well as applicants for employment, a working environment that is free of sexual harassment;
2. To **NOT** tolerate sexual harassment, in any form; and
3. To take timely and appropriate corrective action when it is determined that sexual harassment has taken place.

Background: Sexual harassment, a form of sex discrimination prohibited under Title VII of the Civil Rights Act of 1964, as amended, is defined as deliberate or repeated unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature -- verbal, physical and/or non-verbal -- submission to such conduct is made either explicitly and/or implicitly a term or condition of employment; submission to or rejection of, such conduct by an individual is used as the basis for employment decisions affecting the individual, or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. There are a variety of ways sexual harassment may occur ranging from overt sexual advances to telling jokes - making comments or gestures - to the circulation of pictures and/or written material of a sexual nature.

Although all of us are responsible for creating and sustaining a workplace free of sexual harassment, management officials will continue to be held accountable for acts of all employees, applicants, vendors and/or contractors when they know -- **or should have known** -- that sexual harassment has or is occurring, yet fail to take timely and appropriate corrective action.

Policy/Action: Employees who believe that they are victims of sexual harassment should do one or all of the following:

1. Confront the harasser (if possible) and tell him/her to stop.
2. Advise their supervisor of the situation, where appropriate.
3. Contact an EEO Counselor (see attached list).
4. Contact the State EEO Manager.

Time Frame: Effective Immediately.

Manual/Handbook Sections Affected: None

Contact: Anonymity during the informal stage of an EEO complaint may be requested. If you have any questions regarding this policy, contact Ceci Andrews EEO Manager, at 602.417.9218.

Signed by:
Elaine Y. Zielinski
State Director

Authenticated by:
Lucy Ontiveros
Executive Assistant
State Director

Attachment:
1 - Counselor List (1 p.)